

S E C R E T

30 June 1983

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MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King  
Director of Logistics

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SUBJECT: Report of Significant Logistics Activities for  
Period Ending 30 June 1983 

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1. Progress Report on Tasks Assigned by the DCI/DDCI:

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No tasks assigned during this reporting period. 2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Drawings for Computer Graphics Installation: Drawings were completed by the Architectural Design Staff (ADS), LSD/OL, and issued to the Space Maintenance and Facilities Branch, LSD/OL, on 24 June 1983 for the new ADS computer graphics installation in Room 1J45 Headquarters. The installation is scheduled for 11 July 1983.

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c. New Building: A citizens meeting was held in the  
Headquarters auditorium on the evening of 28 June, to address  
public concerns regarding traffic growth. [ ]

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f. Printing & Photography Customer Survey Questionnaire:  
Approximately [ ] customer questionnaires are being mailed to  
[ ] addressees in order to solicit information concerning quality  
and timeliness of P&PD's products. Replies are requested by  
15 July 1983. [ ]

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g. State Department Counter Memorial: All requested volumes for the State Department Counter Memorial were completed and delivered on Saturday, 25 June. The critical deadline has been met and several supplemental requests will be completed during the next several months. The follow-up requirements include case binding 300 volumes, which will be produced by an outside contractor, and printing (on a time available basis) 150 file copies of the graphics. [ ]

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h. Final Negotiation of LIMS Development Effort - On 23 June 1983, Government and [ ] representatives convened a meeting for the purpose of concluding cost negotiations relative to the development of a Logistics Integrated Management System (LIMS) to support the Offices of Logistics and Finance. This third and final round of negotiations was conducted on the basis of a revised proposal submitted by [ ] on 2 June 1983.

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### 3. Significant Events Anticipated During the Coming Week:

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a. Scheduled Move of Accounts Division, Office of Finance: Construction by [ ] is nearing completion of Phase II modifications at [ ]. The Offices of Data Processing and Security and the Voice Communications Branch, Office of Communications, have all been notified that their work may begin anytime and that the move from Key Building is scheduled to occur on 8 July. [ ]

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b. Planned Power Outage: The Rosslyn Field Office, General Services Administration, has advised that a planned power outage will be implemented at the Key Building on Saturday, 9 July, from 0700 to 1500 hours. The purpose of this outage is for testing of the electrical lines. The Office of Finance, Foreign Broadcast Information Service, [redacted] [redacted] have been so advised. [redacted]

[redacted]  
*for* Daniel C. King

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